

(Optional) Assign credit card codes to users

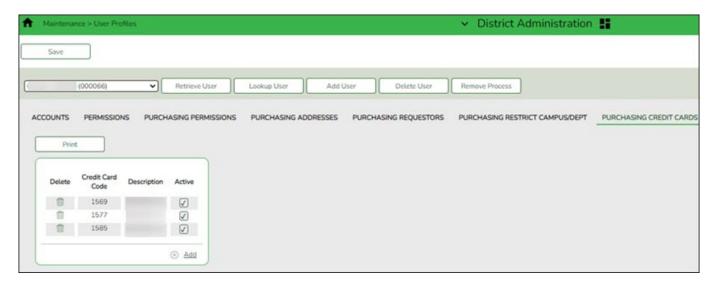
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District Administration > Maintenance > User Profiles > Purchasing Credit

Assign specific credit card codes to individual requisition users. If requisition users will not be selecting a credit card when submitting a PO, then the credit card codes do not need to be assigned to specific users. The business office will be able to select a credit card code on the PO at the time the payable is entered in Finance.

If a credit card code is assigned to a user, the user can select from the list of active and assigned credit card codes in the **Credit Card Code** drop-down field when entering a requisition on the Purchasing > Maintenance > Create/Modify Requisition and Create/Modify Contract Requisition pages in the Purchasing application.



- ☐ Click **+Add** to add a row. The Credit Card Directory is displayed.
 - Select one or more credit card codes to assign to the selected user. Only credit card codes that exist on the Finance > Tables > Credit Card Codes tab are displayed.
 - Type data in the **Search** field to narrow the list of credit card codes displayed in the list.
 - Click **OK** to continue and return to the Purchasing Credit Cards tab.
 - Click **Cancel** to return to the Purchasing Credit Cards tab without making a selection.

Field	Description
Credit Card Code	The user-defined credit card code is displayed.
Description	The user-defined credit card code description is displayed.
Active	Indicates the credit card code status.

☐ Click **Save**.



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